

## CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: July 7, 2015 7:30 a.m. City Hall Board Room

Members Present: Pat Puyleart (C), Jim Tipple, Matt Hildebrandt, Brenda Glodowski, John Tubbs

Members Absent: Brad Karger, Gary Bezucha, Maryanne Groat

Additional Attendees: Mike Lensmire, Jason Plaza

### 1) **CALL THE MEETING TO ORDER:**

The meeting was called to order by John Tubbs at 7:33 a.m.

### 2) **APPROVAL OF THE MINUTES OF THE MAY 5, 2015 MEETING**

**Tipple/Tubbs moved/seconded** to approve the minutes of the May 5<sup>th</sup> meeting.  
**Carried.**

### 3) **PRESENTATION BY CLIFTONLARSENALLEN LLP. CONSIDERATION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE 2014 FINANCIAL STATEMENT AUDIT.**

Mike Lensmire, Principal with CliftonLarsenAllen presented the results of the 2014 audited financial statements. **Tubb/Glodowski moved/seconded** to approve the 2014 financial statement audit. **Carried.**

### 4) **DIRECTOR'S REPORTS**

#### a) Project Status Reports

- Close to decommissioning old imaging system.
- Windows 2003 servers continue to be decommissioned. File servers are about 50% complete. These servers should be completed by the end of July. There are a number of application servers that need to be converted. This project is about a month behind schedule.
- MAAS360 our mobile device management tool is being rolled out
- Sheila Zblewski is working with NCHC on 2 large conversion projects that must be completed by the end of the year.
  - ICD10
  - Meaningful Use

#### b) Staffing Update

Currently have two open positions. Interviews are underway for the Network Analyst position. Job description has been written for the additional Analyst position. That position should be posted in the next few weeks.

#### c) Lighthouse Consulting Survey Results

A survey specific to CCIT was conducted following the Denison survey. Director Klein presented some highlights from the results to the Board. The next step is to have CCIT staff meet to discuss the results and develop an action plan to address the concerns noted in the survey.

#### d) 2016 CIP Project Update

Projects have been submitted to the City and the County. Director Klein will engage department heads to attend the CIP meetings where their projects are up for review/approval.

#### e) CCIT Work Plan Update

The Board received a copy of the work plan with the current status updates. Director Klein asked the Board if they had any questions. There were no questions.

#### f) Strategic Planning Update

The Board received a copy of the final strategic plan prior to the meeting for their review. Director Klein summarized the process of creating the plan and highlighted some of the details of the final plan.

#### g) Contracts and RFPs in progress

There are 6 in currently in process. Health Department has a signed contract. City Inspections has a signed contract. Social Services contract is in legal review. NCHC fiber project on Kent Street has run into a problem. Kent Street will be torn up shortly, so the engineers are meeting this week to look at alternatives. The RFP for new storage has been issued. Responses are due back this week. A lease has been written that will allow WIFI providers to use East and West microwave towers in Marathon County. The RFP was released last week. This is part of Marathon County's broadband project to provide internet service to rural areas of the County.

**4) DISCUSSION AND POSSIBLE ACTION ON 2016 PC/NETWORK FEES**

- a) Change in printer and PC Rates – The rates that were approved at the November 4, 2014 board meeting will be implemented in 2016
- b) % Change in Rates – No rate change in 2016.

**5) PRELIMINARY 2016 BUDGET**

Gerry discussed the current status of 2016 budget preparation. The preliminary operating budget forecasts an increase of 3.5%. The Board will be presented with a final proposed budget at the August 4<sup>th</sup> meeting.

**6) DISCUSSION ON WHO IS RESPONSIBLE FOR FUNDING THE LAND RECORDS REPLACEMENT**

Director Klein contacted a couple of other governments that are sharing a land records system. Based on this information Director Klein determined the funding approach for the land records replacement.

**7) NEXT MEETING DATE, TIME AND LOCATION**

The next meeting is scheduled for August 4, 2015 at 7:30 a.m. in the City Hall Board Room.

**ADJOURN** – The meeting was declared adjourned 9:06 a.m.

/a/ John Tubbs, Secretary